



Effective September 11, 2017 - Report and Pay Unemployment Insurance Taxes through MyTax Illinois

As part of the IDES modernization effort, starting on September 11, 2017, Illinois employers will be able to use MyTax Illinois to complete all their unemployment insurance (UI) tax processes. IDES is putting more features and functionality online to better serve all our employers' needs.

With MyTax Illinois, employers will be able to

- ✓ **File your UI wage reports and make your payments quickly and easily**
- ✓ **Request refunds**
- ✓ **Submit tax appeals electronically**
- ✓ **Request penalty/interest waivers**
- ✓ **Maintain Power of Attorney relationships**
- ✓ **Report quarterly zero wages**
- ✓ **View your new annual rates immediately**
- ✓ **Set up a deferred payment plan**
- ✓ **See all your tax related IDES letters and correspondence online**
- ✓ **And most importantly, complete all your Illinois tax processing on one secure and proven (free) website, MyTax Illinois!**

We encourage you to fully utilize MyTax Illinois for all your State of Illinois tax needs. **For Employers**, if you would like to establish your MyTax Illinois account prior to the September 11, 2017 cutover, please contact the IDOR Central Registration staff at 1-217-785-3707 or visit the MyTax Illinois website mytax.illinois.gov for assistance. **For Service Bureaus**, IDES will be reaching out to you directly in early August 2017 with specific MyTax Illinois login information. If you already have a MyTax Illinois account, starting on September 11, 2017, you will have access to your unemployment insurance account.

IDOR and IDES are dedicated to improving the tax experience for all Illinois employers. Please visit our Employer Update website www.ides.illinois.gov/MyTaxUI for the latest transition information on the new processes. If you have any questions, please contact the IDES Employer Hotline at 1-800-247-4984. Thank you!

Constance Beard
Director, IDOR

July 2017

Jeffrey D. Mays
Director, IDES



IDES Employer/Service Bureau FAQs about MyTax Illinois/UI Conversion

Starting on September 11, 2017, Illinois employers will be able to use the IDOR website, MyTax Illinois, to complete all their unemployment insurance (UI) tax processes. The current online UI tax processing website, TaxNet, will be decommissioned at midnight on September 4, 2017. Paper UI report filers will also have new options available to them.

Learn how the Illinois Departments of Employment Security and Revenue are working together to simplify your State of Illinois tax needs. Below are answers to our most commonly asked questions. Please visit us at our Employer Update website www.ides.illinois.gov/MyTaxUI for the latest transition information on the new processes and what you will need to do.

Employer

- **What is happening and why?**
 - To provide a better employer experience, the Illinois Department of Employment Security (IDES) is working jointly with the Illinois Department of Revenue (IDOR) to integrate the unemployment insurance payment and wage report filing process into the MyTax Illinois portal. MyTax Illinois is a proven, free and secure website where thousands of employers already pay their other state fees and taxes electronically.
- **When will the MyTax Illinois updates go live? What is the actual implementation date?**
 - The scheduled implementation or “Go Live” date is Monday, September 11, 2017. The new process will be available that morning.
- **As an employer, will anything change right now?**
 - No. Nothing changes right now. We are using the time between now and the September “Go Live” date to inform you of the upcoming changes and to better prepare you after UI processing is incorporated into MyTax Illinois.
- **What is happening and why for paper UI filers?**
 - After June 30, 2017, IDES will no longer mail preprinted UI -3/40 reports to employers. We are doing this to reduce the security concerns around both the printing and mailing of paper reports that have fully disclosed Social Security numbers. You will receive your last UI 3/40 packet mailing, for the Second Quarter 2017, in June 2017.
- **Will this affect my ability to file my UI Tax on paper?**
 - No. You may continue to file paper wage reports and pay by paper check both before September and after September. IDES will continue to accept paper UI-3/40 reports. After September, you can access the IDES website, www.ides.illinois.gov, where you will be able to download and print a blank paper UI-3/40 report that you can fill out and mail in. However, we encourage you (employers) to file and pay electronically in MyTax Illinois to reduce the amount of time you spend filing a paper report and submitting a paper check.
- **Do I still make payments the same way in MyTax Illinois?**
 - Yes. MyTax Illinois will allow you to pay your UI Tax online using ACH debit from your checking or savings account. ACH debit is free to use. You may also mail in a payment using a check or money order.

- **Will this affect the Service Bureau or TPA that administers my account?**
 - They can continue to file for you either online or by paper if you have designated them through a Power of Attorney to act on your behalf. In addition, if you do use a Service Bureau to handle your tax processing needs, IDES will be providing transition information directly to them.
- **When will and how will I get notified when IDES has finalized the transition plans?**
 - IDES will continue to utilize paper mailings, email updates, the IDES and IDOR websites, and the IDES and IDOR Employer Hotlines to keep you informed of the status of your transition plans. We will also publish transition information for employers and Service Bureaus on our Employer Update website www.ides.illinois.gov/MyTaxUI.
- **What if I pay my current business taxes through MyTax Illinois but pay my UI taxes by paper?**
 - You'll still have the option to file by paper. However, we encourage you to fully utilize MyTax Illinois for all your State of Illinois tax needs.
- **What if I pay my current business taxes through MyTax Illinois but pay my UI taxes by TaxNet?**
 - TaxNet will be decommissioned at midnight on September 4, 2017. After the September 11th "Go Live" date, you will be able to access your UI account directly on MyTax Illinois.
- **What if I pay both my current IDOR business taxes and my IDES UI taxes by paper but would like to begin to use MyTax Illinois either before September or after September? What should I do?**
 - If you would like to establish your MyTax Illinois account to begin to pay your IDOR taxes such as Sales, Withholding, and Business Income tax prior to the September 11, 2017 cutover, please contact the IDOR Central Registration staff at 1-217-785-3707 or please visit the MyTax Illinois website at mytax.illinois.gov for assistance. After September 11, 2017, you can contact either IDOR at the telephone number above or the IDES Employer Hotline staff at 1-800-247-4984.

Service Bureau

- **As a Service Bureau, how does this affect me?**
 - Your responsibility to file and pay UI Tax for your clients accurately and timely does not change. Starting on September 11, 2017, you will use MyTax Illinois instead of TaxNet to submit wage reports and payments if your client has established you through a Power of Attorney.
- **Will my MyTax Illinois login capabilities and options remain the same?**
 - Yes. If you are currently using MyTax Illinois to file any of your client's business taxes none of your login capabilities and options should change. Before the actual cutover, we will have more detailed instructions on how you will access your client's UI Tax account.
 - If you do not currently have a MyTax Illinois account, you will need to sign up for access. Before you do, IDES will be reaching out to you directly in early August 2017 with specific login information on how to correctly establish a MyTax Illinois Service Bureau account.
- **Will my TaxNet log in capabilities and options remain the same?**
 - No. On September 11, 2017, TaxNet will be replaced by MyTax Illinois.
- **When will and how will I get notified when IDES has finalized the transition plans?**
 - IDES will continue to utilize paper mailings, email updates, the IDES and IDOR websites, and the IDES and IDOR Employer Hotlines to keep you informed of the status of your transition plans. We will also publish transition information for employers and Service Bureaus on our Employer Update website www.ides.illinois.gov/MyTaxUI.